



## **CITY OF REVELSTOKE**

# **REVELSTOKE ARENA CONCESSION**

## **REQUEST FOR PROPOSAL (RFP)**

<b>RFP No.</b>	PRC-2026-01
<b>Issue Date</b>	February 19, 2026
<b>Closing Date &amp; Time</b>	Thursday, March 19, 2026 at Noon (12:00 p.m.) Pacific Time
<b>Concession Viewing</b>	Thursday, March 5, 2026 between 1:00 pm and 2:00 pm
<b>Inquiries Deadline</b>	Thursday, March 19, 2026 at Noon (12:00 p.m.) Pacific Time
<b>City Contact</b>	Procurement Contact Laurie Donato, Director of Parks, Recreation & Culture City of Revelstoke 600 Campbell Avenue, PO Box 170 Revelstoke, BC V0E 2S0 Email: <a href="mailto:ldonato@revelstoke.ca">ldonato@revelstoke.ca</a>

**NOTICE:** This RFP is issued for the purpose of obtaining proposals. This document is not an offer and creates no contractual obligations. The City may cancel or amend this process at any time without liability.

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## 1. OVERVIEW AND PURPOSE

The City of Revelstoke is seeking proposals from qualified, creative, and community-minded food service operators to manage and operate the Arena Concession located within the Revelstoke Forum (1100 Vernon Avenue). This is an opportunity for a vendor to bring energy, innovation, and memorable food experiences to one of the community's most visited recreational facilities.

The ideal proponent will offer fast, high-quality, family-friendly food options that serve arena users, spectators, and event attendees while reflecting Revelstoke's unique mountain-town character.

The successful vendor will enter into a lease agreement with the City for a three (3) year period commencing September 1st, 2026 – April 30, 2029 with a potential to renew for two additional nine-month terms, from August 1, 2029 to April 30, 2030 and from August 1, 2030 to April 30, 2031. Term is based on the operating season for the arena.

This RFP is solely a request for proposals and statements of qualification. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the City and any other person can or will be created except in a written contract executed by two authorized signatories of the City under the authority of an express resolution of the Council of the City.

Except as expressly and specifically permitted in these instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

## 2. PROJECT BACKGROUND AND OBJECTIVES

The Revelstoke Forum hosts a wide range of ice users each year, including minor hockey, figure skating, Junior A hockey, adult leagues, tournaments, special events, and community programs. Annual foot traffic is significant during the fall–winter months, with additional spring and summer event rentals depending on the facility schedule.

The main service / cooking area is 202 square feet, and storage room is 63 square feet for a total of 265 square feet. There are no formal seating areas directly associated with the concession room.

The Concession space includes:

- A fully enclosed concession booth
- Standard commercial equipment (see Appendix A)
- Access to storage and food prep areas
- Serving window to the arena lobby

The City seeks a concession partner who can elevate the customer experience, maintain strong operational standards, and collaborate with the Parks & Recreation Department to support community needs and facility goals.

The area defined to be leased is not part of the existing liquor license within the overall facility. The City will not support any liquor license application within the leased space.

Operating hours for the arena are as follows:

- Regular Season: September 1 – April 1: 6:00 am to midnight
- \*Preseason operation runs from July 28 – August 31.
- \*Post Season operation runs from April 1<sup>st</sup> – April 30:.  
\**Operating hours are dependent on user group activities.*

At minimum the proponent will be expected to operate the concession during Junior 'A' games, playoffs and tournaments, minor hockey tournaments, weekend game days, adult hockey tournaments; and special events hosted in the facility (i.e. Figure Skating Carnival, Charity Hockey Games and events hosted by the City of Revelstoke). The City will work with the proponent to ensure a schedule outlining the required hours of operation is provided with sufficient advance notice to allow the proponent to maintain appropriate staffing levels.

### **3. SCOPE OF SERVICES AND DELIVERABLES**

The City expects a high standard of professionalism in all aspects of the service. The Proponent / Licensee is expected to:

#### **3.1 Service to the public**

- Offer competent and prompt service to the public.
- Ensure professional behaviour and appropriate attire of employees.
- Ensure tactful and prompt handling of public complaints.
- Supply, prepare and serve quality food and beverage services. Ensuring healthy options are available for purchase.
- Offer reasonable and competitive pricing.

#### **3.2 Concession operation**

- The Proponent is responsible for supplying all inventory, materials, supplies, and any additional equipment required for the operation.
- Install and maintain all equipment, supplies and furnishings necessary for the efficient operation of the concession.
- Be responsible for repairs to any City property by damage caused by the Proponent / Licensee in the course of the work and services.
- Maintain cleanliness and good appearance of the Food Services.
- Clean and maintain all the equipment.
- Daily general cleaning of food services area as well as the mopping of the food services area floor during hours of operation.
- Operate the Food Services in a clean and sanitary manner, in compliance with the Interior Health Authority requirements and in accordance with the British Columbia Health Act: Food Premises Regulation (B.C. Reg. 223/2015), and all other municipal codes, bylaws and statues, including those pertinent and in play in the City of Revelstoke.

- Capital Investment – All leasehold improvements to the food concession area will be subject to approval by the City.
- Pay all license fees, business taxes or other fees necessary to carry on the business of Food Services Operator.

### 3.3 Maintenance

- The proponent will be responsible for removing all belongings from the facility at the end of the season and providing a final cleaning.
- The Proponent is expected to maintain the concession including kitchen, storage rooms and all equipment in a clean, sanitary and safe condition.
- All cleaning supplies, equipment and costs incurred to maintain the concession is the responsibility of the proponent.
- All costs associated with operating the concession not specified above shall be the responsibility of the Proponent.

### 3.4 City Responsibilities

The City will provide within the term of the agreement:

- Heat, light, electrical, water hook up and all associated charges.
- The City will be responsible for the annual commercial hood cleaning, and inspection of the fire suppression and fire extinguishers.
- Repairs to City-owned equipment associated with normal wear-and-tear, but not damage caused directly or indirectly by the proponent.
- Garbage removal from site.
- Snow clearing.
- Public washroom facilities.

## 4. PROPOSAL SUBMISSION INSTRUCTIONS

### 4.1 Submission Format

Your Proposal should include the following information:

1. Completed submission form (Appendix B)
2. References (Appendix C)
3. Summary of Qualifications and Experience - An outline demonstrating the proponent's knowledge, skills, qualifications, related experience and past performance as it relates to the operation of restaurant / catering or concession type business. Proponents should identify their role and the roles of key personnel, their qualifications and level of experience.
4. Business Plan – provide a plan that outlines how the concession will be run and how services will be delivered and marketed. The plan must include a proposed menu and hours of operation.

*The City is an advocate of healthy foods. Proponent needs to supply a schedule of proposed inventory of concession offerings and proposed price per item. Recommended to begin with a ratio of 60/40 of healthier choices to standard choices. The City is seeking innovation and community integration, with a menu that appeals to the target audience and includes a variety of healthy options.*

*Proponents are encouraged to (i) explore creative features such as tournament meal packages, seasonal specialties, “Skate & Snack” deals; and (ii) include a two-tiered menu structure designed to accommodate families seeking affordable, everyday options as well as event attendees looking for premium, specialty or game-day offerings.*

5. Schedule of equipment that will be supplied and used by the proponent in operating the arena concession.
6. Total rent proposed (excluding applicable tax) detailed by a breakdown of the first term and then the rent for the following two additional terms.

## 4.2 Questions

Proponents may submit written questions to the City Contact by the Inquiries Deadline. Responses will be issued by addendum. Proponents are responsible for checking for addenda prior to submitting a proposal. The City will publish all addenda on its website at [www.revelstoke.ca](http://www.revelstoke.ca).

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected officials or their representatives of the City, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in disqualification of the proponent and rejection of the proponent’s proposal.

## 5. EVALUATION PROCESS AND CRITERIA

The criteria to be used in evaluating the proposals include, but are not limited to, the following:

Criteria	Weight
Qualifications, experience and references	30 points
Business Plan	35 points
Proposed Equipment List	20 points
Lease Proposal	15 points

In considering any submissions delivered in response to this RFP, the City reserves the absolute and unfettered discretion to:

- accept or reject any proposal that fails to comply with the requirements set out in this RFP for the content of the Proposals;
- assess Proposals as it sees fit, without in any way being obliged to select any Proposal or Proponents;
- assess and select proposals as it sees fit without being obliged in any way to select the Proposal that offers the lowest price or cost;
- determine whether any proposal or proposals satisfactorily meet the selection criteria set out in this RFP;
- require clarification after the dates and times set out above from any one or more of the Proponents in respect of Proposals submitted;

- communicate with, meet with or negotiate with any one or more of the Proponents respecting their Proposals or any aspects of the project;
- reject any or all Proposals with or without cause, whether according to the selection criteria set out above or otherwise.

## 6. TERMS AND CONDITIONS OF THIS RFP

The Following terms apply to this RFP:

1. The Contractor shall supply all concession equipment required to operate the concession in an efficient manner.
2. The Contractor must have an Operating Permit issued by the Interior Health Authority and a valid Business License issued by the City of Revelstoke.
3. At least one person working in the Concession must hold a Foodsafe Certificate during the times when the Concession is open for business.
4. Use of a sub-contractor or assignment of the work may only occur with the written permission of the City, unless such use or assignment is explicitly referenced in the proposal.
5. The Contractor shall obtain a City of Revelstoke Business Licence
6. The Contractor shall obtain and maintain in full force and effect during the Term of the Contract, general liability insurance in an amount not less than \$3,000,000 and the City shall be named as an additional insured.
7. The Contractor and staff must abide by the following City policies: Human Rights, Respectful Workplace and Safeguarding of Children and Adults at Risk (the latter at the Contractors expense). Copies of these policies are available upon request.

## 7. GENERAL CONDITIONS

### 7.1 Late proposals

Proposals received after the specified receiving date and time will not be considered.

### 7.2 Confidentiality

Public Agencies and Crown Corporations are required to abide by the Provincial Government's "Freedom of Information and Protection of Privacy" legislation. This legislation considers information in our hands and under our control to be public information, with very few exceptions. If you have material in your Proposal that you feel would be detrimental to your competitive position if that information were to become public, please indicate clearly on all such information that it is being offered in confidence.

### 7.3 Form of RFP

In the event of a mistake in extension of prices, unit prices will govern.

#### 7.4 Withdrawal

Offers may be withdrawn up to one hour prior to the time set for Proposal closing.

#### 7.5 Negotiation

If the City selects a preferred Proponent, the City will enter into negotiations with the preferred Proponent in an attempt to reach an agreement necessary to acquire the equipment, goods or services, as generally described in this RFP. If the City considers that it is unlikely to reach an agreement with the preferred Proponent despite having negotiated with the preferred Proponent for at least seven (7) days after selection of the preferred Proponent, the City is entitled to cease negotiations with the preferred Proponent and to begin negotiations with another Proponent.

#### 7.6 RFP Cancellation

The City is entitled to cancel this RFP at any time by addendum issued to Proponents, without liability for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.

#### 7.7 No claim for compensation

Except as expressly and specifically permitted in these instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

### 8. RESPONSIBILITIES AND RISKS

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the City of Revelstoke nor its officials, employees or consultants are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the City of Revelstoke, each Proponent represents and warrants to the City of Revelstoke that the information in its proposal is accurate and complete.

The RFP does not impose on the City of Revelstoke any duties of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the City of Revelstoke is expressly permitted or required by this RFP to “act reasonably” the City of Revelstoke is entitled to act in its sole, absolute and unfettered discretion.

While the City of Revelstoke has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The City of Revelstoke will assume no responsibility for any oral information or suggestion(s).

**APPENDIX A**

**Equipment Owned by City of Revelstoke**

60" Stove – 4 burners / 36" Grill

The City may at its discretion purchase the following equipment:

- Fridge
- Freezer

**APPENDIX B**

**Submission Form**

**Section 1 – Contact Form**

Proponent Legal Name :	
Business Name	
Title of Authorized Representative:	
Mailing Address	
City	
Phone Number	
Email Address	
Authorized Representative Signature	
Date Signed	

**Section 2 – Conflict of Interest**

Please indicate below the appropriate response to the information contained in Section 4 F) below:

Conflict of Interest exists:   
*Explain on a separate sheet*

No Conflict Exists

**SECTION 3 – Proponent Acknowledgement**

As an authorized representative of \_\_\_\_\_, by my  
signature below. *Company Name*

I acknowledge:

- a. To have carefully examined the RFP document and have a clear and comprehensive knowledge of the Deliverables and the Scope of Work outlined in Appendix A' and that my proposal represents and warrants my ability to provide the Deliverables and perform the work in accordance with the requirements of the RFP Documents.
- b. The proponent acknowledges to have read all addenda issued by the City and agrees that their proposal submission has been completed in accordance with all addenda issued.
- c. All employees, subcontractors and representatives of the company will operate in compliance with all applicable federal, provincial, and municipal occupational health and safety regulations, laws and bylaws. My company and its employees are qualified to do this work. References will be provided upon request.
- d. Proponents will not have claim for any compensation of any kind whatsoever as a result of participating in the RFP, and by submitting a proposal, each proponent will be deemed to have agreed that it has no claim.
- e. I have provided information regarding my company and staff that may lead to a real or perceived conflict of interest, including:
  - (i) Information regarding representatives, managers, and staff (members of their of immediate families) who are a member of the Council of the City of Revelstoke or in a senior management capacity with the City of Revelstoke. "Immediate Family" is defined as an individual's spouse and those dependent of the individual of individual spouse whether related or not.
  - (ii) If no conflict exists, I have indicated on the proposal form in the space provided.

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*Authorized Representative (Signature)*

*Print Name*

**APPENDIX C**

**References**

Please provide 2 external references, for project work you have completed which is similar to the Deliverables and Scope of Work specified in this RFP. Provide of this information constitutes consent for the City to contact the references.

Company Name:	
Project Name:	
Contact:	
Phone:	
Email:	

Company Name:	
Project Name:	
Contact:	
Phone:	
Email:	